

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post U.S. Embassy Kampala	2. Agency STATE	3a. Position Number 101223, 101326
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number:

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Automotive Mechanic, FSN-1020	FSN-5	HR/OE	10/17/2019
b. Other			AFRCC: MHB	6/16/2021
c. Proposed by Initiating Office				

6. Post Title Position (<i>If different from official title</i>)	7. Name of Employee
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8. Office /Section Management Office	a. First Subdivision General Services Office
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee Date (mm-dd-yyyy) Employee Signature _____	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor Date (mm-dd-yyyy) Supervisor Signature _____
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head Date (mm-dd-yyyy) Chief or Agency Head Signature _____	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or HR Officer Date (mm-dd-yyyy) Admin or HR Officer Signature _____
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13. Basic Function of Position Serves as a Maintenance Mechanic in General Services Office / Motor pool (GSO). Responsible for the daily operation of vehicle maintenance and automotive service scheduling. Provides quality control for major maintenance on vehicles and performing basic on-site maintenance on vehicles.
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14. Major Duties and Responsibilities

_____ % of Time

Fleet Operations Management

75%

- Performs major and minor overhaul and repair work to engines, transmissions, brake systems, springs, shocks absorbers, steering mechanisms, electrical, fuel and hydraulic systems, wheel assemblies, and other vehicles components.
- Disassembles equipment and adjusts, repairs, or replace defective parts or components to correct malfunctioning engines, brakes or components.
- Uses all typical tools and equipment of the trade, including testing and analysis equipment and other diagnostic equipment to determine proper functioning of automotive electrical circuits.
- Performs all facets of preventive maintenance operations on USG owned vehicles on a weekly basis to include oil changes, tire rotations, transmission flushes, suspension overhauls, and brake checks.
- Perform periodic checks to ensure drivers are conducting pre-departure vehicle inspections.
- Test drive USG owned vehicles to diagnose problems, identify need for and perform minor overhauling and repair work.
- Inspects vehicle components and advises Motor Pool Supervisor if further repairs or replacement of parts are required.
- Analyzes fuel usage and vehicle maintenance data and develop vehicle rotation plans to enhance efficient fleet utilization.
- Perform unscheduled maintenance due to sudden vehicle breakdown or failure, system checks (electrical, fuel, brakes etc.) to ensure vehicles are road worthy.

Administrative Functions

25%

- Coordinates with repair facilities to send vehicles for routine maintenance.
- Submits vehicle POSHO mishap reports to supervisor within 24 hours; and reports all damage to US Government vehicles or properties, and when citations are issued to drivers.
- Keeps an inventory of tools, equipment and materials in the mechanical shop and advises the Motor Pool supervisor when there is a need to adjust the levels.
- Responsible for the upkeep and safe custody of tools/equipment and other materials issued for the performance of mechanical repairs.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required for Effective Performance

a. Education

Completion of secondary school is required. Vocational automotive repair training, journeyman mechanic, or apprenticeship certification is required.

b. Prior Work Experience

Minimum of two (2) years of experience as an automotive mechanic is required.



- c. Post Entry Training
 - Motor Pool applications such as the Integrated Logistics Management System (ILMS) and Fleet Management Information System (FMIS).
 - PA264 Motor Pool Training.
 - PA519 Advanced Motor Vehicle Management Overseas.
 - Smith System Safe Driving Training.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read). English level II (Limited knowledge) Reading/Writing/Speaking is required.
- e. Job Knowledge
 - A good working knowledge of vehicle diagnostics and troubleshooting practices, commercial and local market costs for parts and supplies, local dealerships and maintenance facilities for specialized auto servicing and repairs.
 - A good working knowledge of USG regulations as it pertains to official vehicle preventative maintenance and repair.
- f. Skills and Abilities
 - Must hold a valid local driver's license and be able to operate different types of vehicles such as utility and passenger vehicles, medium trucks, and forklifts. Must be able to interpret shop manuals, parts catalogs and diagrams, and understand technical language of the trade.
 - Must be able to troubleshoot and determine the causes of a malfunction and be able to use diagnostic tools and software to troubleshoot vehicle problems.
 - Must have basic computer skills to use proprietary software and prepare simple reports.

16. Position Element

- a. Supervision Received

Receives direct supervision from auto mechanic foreman.
- b. Supervision Exercised

None.
- c. Available Guidelines

14 FAM 400 Logistics Management, 14 FAH-1 H-819.1 Preventive Maintenance 14 FAH-1 Exhibits.
- d. Exercise of Judgment
 - Must exercise independent judgment in setting maintenance priorities to maintain the fullest operational vehicle fleet.
 - Must be able to diagnose problems quickly and determine parts required.
 - Must be able to make effective and ethical decisions in the event of vehicle accidents to protect life and government property.
- e. Authority to Make Commitments

None.
- f. Nature, Level, and Purpose of Contacts
 - Excellent relationship with all levels of Motor Pool users

- Communication with mechanics at local garages for vehicle repairs and maintenance
- Airport personnel

g. Time expected to Reach Full Performance Level
Six months.